Pine Lake Fund
Est. 1981

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2026 Summer Work Experience
Host Worksite Agreement with Pine Lake Fund

We appreciate your organization's willingness to consider serving as a summer work experience host site. Your organization's partnership will provide participants with disabilities with an opportunity to learn professional skills to prepare them for competitive integrated employment in the future. It will build their resumes and, hopefully, provide them with references. Your support will be impactful for their development and future employment.

Pine Lake Fund agrees to the following:

- Offer workplace readiness training for participants prior to the experience.
- Provide an orientation to the participants prior to the experience.
- Provide a skills trainer who has a full day of training in preparation for the experience along with a personal, employment, and/or educational background that will benefit the team in supervision of the experience participants.
- Compensate the skills trainer and participants via payroll processing.
- Cover the liability and workers' compensation insurance for the skills trainers and the participants they supervise.
- Assure that participants are referred to the program by their Michigan Rehabilitation Services (MRS) counselors. The counselors evaluate the person's readiness for the program prior to referring them.
- If a summer work experience participant is determined to require further development to continue participation in the program (this is rare), the skills trainer will communicate with Pine Lake Fund summer work experience co-coordinators who will connect with the counselor to determine how to proceed.
- Assure all participants understand that the Pine Lake Fund team members are guests at the organization's host worksite, and we will treat the organization's space, colleagues, and any customers in that manner.
- Maintain open communication with the host site point of contact and schedule meetings prior and throughout the program as needed.

Host Worksite Organization agrees to the following:

- Treat participants with respect as colleagues.
- Provide meaningful and varied responsibilities for learning opportunities.
- Maintain open communication with the skills trainer(s) and schedule meetings prior and throughout the program as needed. Provide a point of contact (*If changes, inform PLF)* as the primary individual for the co-coordinators to engage.
    - Name: _____
    - Phone Number and Email Address: _____
- Determine the number of participants plus a minimum of one skills trainer that can participate at the host site. _____
- Collaborate with the co-coordinators on the schedule, ***generally*** Monday through Thursday from 8 am to 12 pm and 1 to 5 pm unless from Allegan County, which is usually from 9 am to 2 pm or otherwise specified by worksite.
- Agree to the consistently offer the host site for the duration of the program. Some counselors refer participants for eight weeks (two sessions).
    - 6/22 – 7/30, 6 wks, four-hour shifts:

- Prepare a list of tasks and skills the participants will learn in advance of the program for MRS counselors to consider for their participants.

Topics on which the skills trainers will work on with their participants and evaluate performance:

- Works well collaboratively with a team.
- Works well with a diverse group of coworkers.
- Appropriately engages with a supervisor.
- Takes breaks timely (returning on time).
- Arrives to work on time.
- Does not take unnecessary breaks.
- Accurately records time / work hours.
- Use time sheets or the virtual time keeping application.
- Stays at work until they are released from their shift by their supervisor (skills trainer).
- Maintains good attendance.
- Communicates with a supervisor (skills trainer) when unable to attend work or be on time.
- Manages emotions when there are tasks the participant does not enjoy or prefers not to do.
- Maintains appropriate behavior for the surroundings.
- Learns to advocate when the participant requires workplace accommodations.
- Thinks creatively with the supervisor (skills trainer) to find ways to complete tasks.
- Practices workplace professionalism.
- Maintains hygiene acceptable for a workplace.
- Clothing is clean.
- Follows directions.
- Seeks clarification when unsure.
- Accepts constructive feedback.
- Works with minimum supervision.
- Demonstrates focus.
- Makes appropriate work-related decisions.
- Can follow a schedule.
- Does not stop work to socialize.
- Initiates tasks.
- Completes tasks.
- Follows established work routine.
- Retains instructions.
- Accepts responsibility.
- Acceptable stamina and energy.
- Tolerates work-related stressors.
- Adjusts to changes in routine.
- Demonstrates ethical behavior.
- Has good listening skills.
- Asks questions.
- Volunteers information.
- Acceptable conversational ability.
- Shows overall responsibility and interest in job.

List of tasks the host worksite can provide:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

On behalf of Pine Lake Fund, I agree to the best of my ability.

_____ _____

Signature of Pine Lake Fund Team Member Date

On behalf of my organization, _____ I agree to the best of my ability.

_____ _____

Signature of Host Worksite Team Member Date

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